



FIRST CLASS CITY FIRST
CLASS SERVICE

ROCHESTER

— Minnesota —

2122 Campus Drive SE Suite 300 Rochester, MN 55904

Phone: 507-328-2600 Fax: 507-328-2601

Office Hours: Monday – Friday 8 am – 5 pm

www.rochestermn.gov/BuildingSafety

www.rochestermn.gov/CitizenAccess

<https://aca.rochestermn.gov/citizenaccess/amca>

bldgsftvmail@rochestermn.gov

REQUEST FOR A CHANGE OF MANAGEMENT COMPANY

This worksheet is designed to help you request a change of management of your rental property. It outlines the information that is required to update your Housing Rental file so that all correspondence is sent to the proper addresses and properly reflects the ownership and management of your rental property. You may use this form or provide your own letter incorporating the same information. The following information should be included:

BUILDING ADDRESS:

Owner Name(s)

LAST

FIRST

MIDDLE

LAST

FIRST

MIDDLE

Owner Address

STREET

CITY

STATE

ZIP CODE

Date of Birth _____ **Phone No.** _____ **Email** _____

Building Manager _____ **Phone No.** _____

Owner of the rental property _____

Address _____

City/State/Zip _____

Contact phone number _____

Manager of rental property _____

Address _____

City/State/Zip _____

Contact phone number _____

Contact e-mail address _____

It is recommended that this information be supplied within 30 days of receiving this request letter.

Signature _____

Date _____

You may mail, fax or deliver your request.